

Report for Week Ending 6 February 1957
from
FORMS MANAGEMENT BRANCH

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW	2	-	1		3	21,800
REVISION	1	1		1	3	16,500
REPRINT	2	6	5	6	19	268,625
TOTAL	5	7	6	7	25	306,925

Redesignated 1
Obsolete 4

2. Revises Form No. 290, "Individual Payroll Data Card" [] 25X1
Working with the Office of the Comptroller we have been able to reduce the size of this form from 11 3/4" X 6 1/4" to a standard 8" X 5". The revised form will be printed on one side only. This will result in more economical way of printing the form in the future and reduce the space utilized for its filing by the Payroll Branch.
3. Developes Revision of "Adjustment Voucher," Form No. 128 [] 25X1
Revision of this form, which makes obsolete its 1 April 1956 edition, has just been completed for the Technical Accounting Staff, Office of Comptroller. Since this form has been and will continue to be stocked, the Supply Division, Office of Logistics has been requested to submit a requisition for the newly revised format through this office to the Printing Services Division. 25X1
4. Proofs Received from the Printer of "Case File Request," Form No. 812 [] 25X1
These proofs, which tie-in with the 1 December 1956 edition of this form, have just been coordinated and cleared with the Office of Primary Interest and returned to the printer. This form, previously printed as a two part NCR form. Because it has been in short supply and has current significance with respect to the present East Crisis on intermediate Requisition for 5,000 forms of the preceding edition has been approved pending the receipt of the NCR edition. MIDDLE
5. Completes Training Courses - [] completed on Friday of last week the four weeks part-time Writing Workshop Course conducted by the Office of Training. 25X1
[] returned to her desk on Monday of this week after completing the four weeks full-time Intelligence Orientation Course conducted by the Office of Training.
6. Assigned as Member of Feasibility Study Task Force (EDP/IDP-Logistics) 25X1
[] of this staff has been assigned to the task force which will study the feasibility of electronic hardware application to the operation of the Supply Division/OL. 25X1
[] is now phasing out all of his other projects in order to devote full time to this study.

7. January Obsolescence of Forms - The calendar year of 1957 got off to a good start during January with the elimination of a total of 11 obsolete forms during the month.
8. Expedite Service 'Exceeds Expectations' - Commendation has been received from ORR in connection with the service rendered by this Branch in getting quick delivery of two new forms (Form 1164 and 1165) requested by that office. These forms were personally presented to this Branch for an expedite design and printing job last Thursday morning. The following afternoon the Printing Services Division had completed the printing of both forms. Subsequent comments from the OPI were that we had "exceeded expectations" in the service furnished.

25X1

Statistical Summary

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
NEW	1	4	4		9
REVISION	1		9	2	12
REPRINT				47	47
TOTAL	<u>2</u>	<u>4</u>	<u>13</u>	<u>49</u>	<u>68</u>



25X1

Report for Week Ending 6 February 1957
from
RECORDS DISPOSITION BRANCH

Project 6-40 - Office of Central Reference []

25X1

1
25X1 With the help of [] of the Records Center and [] JOT, we are assisting the Acquisition Branch, Library Division, to retire or destroy their inactive records in accordance with a tentative schedule approved by them. To date, we have transferred 638 cubic feet of records to the Records Center and destroyed 158 cubic feet on the spot. Of the material retired, over 400 cubic feet are captured Japanese documents which must be retained for an indefinite period pending diplomatic negotiations for the return of all captured Japanese documents to Japan. Another 100 cubic feet of this material is unprocessed foreign language publications that may be recalled piecemeal for processing. Only 20 cubic feet warrant permanent retention and the remainder will probably be destroyed within three years. The project is continuing and possibly another 100 cubic feet may be either retired or destroyed. Project is 62% complete.

Project 6-70 - Cable Secretariat []

25X1

1 The Cable Secretarys' comments on the proposed schedule were discussed with [] and differences resolved. Final copy of the schedule is now being typed. Project is 80% complete.

Project 6-81 - Office of Logistics []

25X1

Review of each individual item of the schedule has been completed and our comments prepared where appropriate. Meetings will be held with the ARO to discuss these comments. Project is 60% complete.

General Information

1 [] assisting Medical Staff in the retirement of separated employees' medical files. Through coordination with the Office of Personnel a roster of on-duty personnel was furnished to the Medical Staff which resulted in pulling 21 cubic feet of files for transfer to the Records Center. It was found, however, that some of the charts being prepared for transfer were for personnel now serving overseas. Therefore, further coordination with the Office of Personnel was required. As a result, another list was furnished by Personnel and at present the charts on overseas personnel are being culled. It is anticipated that 19 cubic feet of records will be retired within the near future.

25X1 The Audit Staff records Control schedule is being reviewed and where necessary, will be revised. Project sheet is being prepared.

[] is attending the course in Conference Leadership.

25X1 [] completed the course conducted by the Writing Workshop.

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The Support Staff, ONE has requested clarification and assistance in its records disposition program.

The proposed transfer of certain captured Japanese meteorological records to Air Weather Service, USAF has been formally coordinated with the Records Management Group of the Air Force



25X1

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Report For Week Ending 5 February 1957
From
Records Center

During this week the following accessions were made:

ORR	2 Cu. Ft.
PERS	3 " "
OO	7 " "
OCR	18 " "
DD/S OFFICE	7 " "
OBI	6 " "
OTR	4 " "
MS	1 " "
Sub-Total:	48 Cu. Ft.
Finished Intelligence	54 " "
Total:	102 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	19,164 " "
Distribution Material Holdings	11,269 " "
Total;	31,050 Cu. Ft.

Distribution Material Disposed of at Center	35 Cu. Ft.
Distribution Material Transferred from Center	69 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

The Center received 416 cubic feet of records from the Library/Acquisition Branch. Two employees of the Center were detailed to Management Staff to help box this material.

There were 8 cubic feet of polygraph records received from the Security Office. A total of 29 cubic feet of these records have been accessioned to date.

Reference

The Center received from the Library a large request for expeditious service. Three employees were assigned for two days to service 576 of these documents.

General

The cinder block wall is approximately half way completed. It is anticipated that this wall will be completed at the end of the week.

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,025	9,885	11,910
DD/P	3,092	5,638	8,730
DD/S	1,356	6,504	7,860
DD/S (Compt/Grilled Area)	343	137	480
DD/I	318	6,492	6,810
DD/I (Grilled Area)	1,450	2,330	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	9,294	31,926	41,220

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